



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5S-0256

Position Title/Series/Grade:

Animal Caretaker
WG-5048-03/04

Promotion Potential: WG-4

Employment Type: Full-time - Permanent

Grade and Salary Range:

WG-03 \$10.95 - \$12.77 Per Hour
WG-04 \$11.68 - \$13.65 Per Hour

Location of Position:

Mid South Area, Poultry Research Unit, Mississippi
State, Mississippi

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens (Local Commuting Area Only)

Opening Date: August 15, 2005

Closing Date: August 29, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:

Mary Weber
(301) 504-1394

Location Contact Information:

Margie Cook
(662) 320-7393

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:

USDA, Agricultural Research Service
Human Resources Division
Attn: Mary Weber
5601 Sunnyside Avenue, Stop 5105
Beltsville, MD 20705-5105

Fax: (301) 504-1535

E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

A PRE EMPLOYMENT PHYSICAL IS REQUIRED

Major Duties:

- Observes animals for obvious changes of appearance and activity.
- Provides standard feeds and liquids.
- Catches and handles docile but agile animals. Maintains control of animals.
- Reports unusual animal appearance or activity to the supervisor.
- Recognizes behavior problems and stress in bird animals that could affect experiment data.

Working Conditions and Other Considerations:

Work is performed inside and outside. Outside work involves discomfort having to spend long periods of time in the sun, occasionally bad weather, and exposure to bites, scratches and animal wastes. May be exposed to contagious disease. Inside work requires standing on damp concrete floors for long periods of time. Work requires lifting and carrying feed materials weighing up to 75 pounds and handling such items as feed trays weighing up to 20 pounds.

Qualifications Required: Your experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

1. ABILITY TO DO THE WORK OF AN ANIMAL CARETAKER WITHOUT MORE THAN NORMAL SUPERVISION (Screen Out Element)
2. Ability to observe animals
3. Ability to follow animal care instructions
4. Ability to handle animals safely
5. Ability to keep records and make reports

SUPPLEMENTAL QUESTIONNAIRE: Applicants will be required to complete the attached supplemental questionnaire. Applicants who fail to complete the attached questionnaire will not receive further consideration for this position.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

Name:

Announcement Number:

**SUPPLEMENTAL APPLICANT QUESTIONNAIRE
ANIMAL CARETAKER, WG-5048**

Note to applicant: Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate you have not performed that particular work.

1. Check the animal caretaker duties you have performed.

	Feeding	Medicating	Oversee Breeding
Birds			
Cats			
Cattle-Beef			
Cattle-Dairy			
Chickens			
Dogs			
Fish			
Goats			
Horses			
Llamas			
Ostriches			
Reptiles			
Sheep			
Small Lab Animals			
Swine			
Turkeys			

	Feeding	Medicating	Oversee Breeding
Wildlife			
Other (Explain below):			

2. Check the following activities you have performed:

- ☐ Administer medication
- ☐ Advise others on characteristics or care of animals
 - ☐ Apply chemicals on animals
 - ☐ Catch animals
 - ☐ Catch animals with nets or lariats
- ☐ Collect blood samples from animals
 - ☐ Collect other samples from animals
 - ☐ Control animals
- ☐ Dehorn animals
- ☐ Forcefeed animals
 - ☐ Observe animals for appearance and activity
 - ☐ Restrain animals
 - ☐ Separate fighting animals
- ☐ Shear animals
 - ☐ Train animals
 - ☐ Transport animals from one location to another
- ☐ Other (Explain):

3. Check the environments in which you have provided care of animals:

- ☐ Aquaculture facility
- ☐ Biocontainment facility
- ☐ Cage
- ☐ Confinement operation
- ☐ Enclosed yard or corral
- ☐ Farm setting
- ☐ Home care of a pet
- ☐ Laboratory setting
- ☐ Open field
- ☐ Pet store
- ☐ Research facility

4. Check the highest level of supervision you have received:

- ☐ Close supervision with specific tasks defined.
- ☐ Working on own initiative subject to occasional review.
- ☐ Working on own initiative without any review.
- ☐ Working independently under general instructions.
- ☐ Working with unusual independence.
- ☐ Directing others in animal care.

5. Check any of the following conditions or signs of abnormality you have detected in animals by observing them:

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | | Abnormal pelt appearance |
| <input type="checkbox"/> | Agitation | |
| <input type="checkbox"/> | Change in feeding habits | |
| <input type="checkbox"/> | Discoloration of fur or skin | |
| <input type="checkbox"/> | Disease | |
| <input type="checkbox"/> | Eye abnormalities (vision loss, cataracts, cloudiness, | bloodshot) |
| <input type="checkbox"/> | Feather loss | |
| <input type="checkbox"/> | Fin irregularities | |
| <input type="checkbox"/> | Hair/fur loss | |
| <input type="checkbox"/> | Illness | |
| <input type="checkbox"/> | Injury | |
| <input type="checkbox"/> | Pregnancy | |
| <input type="checkbox"/> | Rabies | |
| <input type="checkbox"/> | Reduced activity | |
| <input type="checkbox"/> | Roughness of fur or skin | |
| <input type="checkbox"/> | Scale loss | |
| <input type="checkbox"/> | Signs of internal parasites | |
| <input type="checkbox"/> | Uncoordinated movements | |
| <input type="checkbox"/> | Unusual activity | |
| <input type="checkbox"/> | Unusual weight loss | |
| <input type="checkbox"/> | Other, Explain: | |

6. Check the appropriate statement(s) reflecting your experience:

- ☐ Have identified obvious signs of abnormalities when given specific guidance or instructions.
- ☐ Have independently identified obvious signs of abnormalities.
- ☐ Informed higher graded worker or supervisor.
- ☐ Resolved and treated abnormality independently.

☐ Resolved and treated abnormality with assistance.

7. Are you able to recognize individual animals:

- ☐ By natural markings or color combinations
- ☐ By tattoos or tags
- ☐ By age
- ☐ By gender
- ☐ By strain
- ☐ By size

8. Have you ever needed to decide on emergency action in caring for an animal?

- ☐ Yes
- ☐ No

If the answer is yes, please explain:

9. Check any experience you have had in feeding animals:

- ☐ Determined the proper type and amount of feed and liquid for animals.
- ☐ Mixed feed ingredients to make a prescribed diet.
- ☐ Used chemicals/supplements in diets.
- ☐ Selected the proper feed and liquid for animals based on special requirements such as climate and resistance to illness.
- ☐ Selected the proper feed and liquid for animals according to age and physical condition.
- ☐ Selected the proper feed and liquid for animals according to breed.

10. My ability to schedule, determine, and/or formulate the proper feed was based on:

- ☐ Knowledge received through training or experience
- ☐ Advice of a supervisor or co-worker
- ☐ Trial and error guessing
- ☐ Following guidelines established by someone else

11. Indicate whether you have been injured in the past five years while caring for animals:

- ☐ No

— Yes (Please Explain):

12. Indicate whether any of the animals under your care have been injured in the past five years as a result of something you did or failed to do:

— No

— Yes (Please Explain):

13. Check the following types of animals you have handled.

— Active

— Docile

— Docile but agile

— Hard to control and/or dangerous

— Other, explain:

14. Have you ever needed to observe special procedures in caring for animals that needed to be isolated because of a contagious illness, virus, or pathogen?

— No

— Yes (Please explain):

15. Check the following in which you have experience.

— Cleaning barns

— Cleaning cages

— Cleaning pens

— Cleaning tanks

— Disinfecting animal facilities

16. Can you:

Lift up to 25 pounds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lift 25 to 50 pounds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lift 50 to 100 pounds	<input type="checkbox"/> Yes	<input type="checkbox"/> No

17. Indicate below any records you have maintained or reports you have prepared:

- ☐ Maintain records related to health of animals.
- ☐ Maintain records related to lineage of animals.
- ☐ Maintain records related to the cost of raising animals.
- ☐ Maintain autopsy records.
- ☐ Maintain records with information such as cage numbers and name and numbering of animals.
- ☐ Maintain records with general information such as color and other markings of animals.
- ☐ Maintain records related to weights and measures.
- ☐ Maintain records related to feed and liquid intake.
- ☐ Maintain records related to types of medications received by animals.
- ☐ Prepare reports regarding the treatment and care of animals.
- ☐ Have not actually kept reports concerning animal care, but have prepared and maintained records or prepared instructions in other areas. Please describe:

18. In the space below, describe any experience or training which you feel would qualify you for this position:

19. Do you have a valid license to operate a motor vehicle?

☐ Yes
☐ No

I certify that the information provided in this questionnaire is correct and accurate to the best of my knowledge.

Signature

Date